

Amanda McGee

From: Kay Fields <kay.fields@cherokeeconomy-nc.gov>
Sent: Tuesday, June 12, 2018 3:23 PM
To: Cathy Hurt
Subject: FW: [External] Retention Schedule For Day Sheets

Per our discussion.

From: Black, Wayne E [mailto:Wayne.Black@dhhs.nc.gov]
Sent: Tuesday, June 12, 2018 3:05 PM
To: Kay Fields <kay.fields@cherokeeconomy-nc.gov>
Cc: Black, Wayne E <Wayne.Black@dhhs.nc.gov>
Subject: FW: [External] Retention Schedule For Day Sheets

Forwarding the information below. Thanks! WB

Wayne E. Black
Director
Division of Social Services
NC Department of Health and Human Services

Office: 919-527-6336
Fax: 919-334-1018
wayne.black@dhhs.nc.gov

820 S. Boylan Ave., McBryde Building
2401 Mail Service Center
Raleigh, NC 27699-2401

[Twitter](#) | [Facebook](#) | [YouTube](#) | [LinkedIn](#)

From: Dixon, Carlotta
Sent: Tuesday, June 12, 2018 3:01 PM
To: Black, Wayne E <Wayne.Black@dhhs.nc.gov>; Stegenga, Richard A <Richard.Stegenga@dhhs.nc.gov>; Sommese, Kathy <kathy.sommese@dhhs.nc.gov>
Cc: Lawrence, Steven B <Steven.Lawrence@dhhs.nc.gov>
Subject: RE: [External] Retention Schedule For Day Sheets
Importance: High

Hi,
The new Record Retention Officer is Steven Billy Lawrence.
I am copying him on this email.

In the meantime, below is the link and a print screen of where to find the record retention for Day Sheets within the County Social Services Record Retention Manual, pages 57 & 59.

https://files.nc.gov/dncr-archives/documents/files/county_social_services_20160928.pdf

Thanks Carlotta

STANDARD 1: PROGRAM OPERATIONAL RECORDS: SOCIAL SERVICES ADMINISTRATION			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	UNRECORDED CASE RECORDS Includes disposition forms, identification records, and other related records.	Records may be destroyed on a fixed year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official systems. ¹	Authority: G.S. § 150A-61(b)
7.	WORKER DAILY REPORT OF SERVICES TO CLIENTS (CASE SHEETS) Forms concerning employees' activities used to determine appropriate program charges.	Records may be destroyed on a fixed year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official systems. ¹	Confidentiality: G.S. § 150A-40
8.	WORKER DAILY TRANSPORTATION SCHEDULES Schedules used by department drivers for transportation related to all programs.	Records may be destroyed on a fixed year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official systems. ¹	Confidentiality: G.S. § 150A-40
9.	YOUTH EMPLOYMENT CERTIFICATE RECORDS Records concerning issuance of youth employment certificates. Includes waivers.	Destroy in office ten (10) years and destroy issued by this agency when individual reaches 20 years of age.	Authority: G.S. § 89-23.5

¹No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **ACCOMPLISH, LITIGATION, AND OTHER OFFICIAL ACTION**, page 10.

²See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Historical and Cultural Resources has submitted with the disposition instructions. "Destroy when reference value is 0." Please use the space provided.

³Records may be destroyed only after the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official systems. Transfer requests issued in response to LITIGATION CASE RECORDS, page 35, item 12.

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NC

STANDARD 1: PROGRAM OPERATIONAL RECORDS: ADULT SERVICES

Official records concerning which services programs administered by county social services agencies.

Records are destroyed only after the agency is notified by the Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official systems. Transfer requests issued in response to LITIGATION CASE RECORDS, page 35, item 12.

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Have you had a chance to find out who I need to contact to find out the retention schedule for day sheets?

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From: [Fields, Patricia G](#)
To: [Renee McLean](#)
Subject: OST Response Medicaid Record Retention for Report?
Date: Thursday, June 14, 2018 7:26:10 AM

Hello Renee,

The retention schedule is determined by NC Controller's Office and can be found on their website.

Use this link: [NC Records Retention http://www.stateschedules.ncdcr.gov/](http://www.stateschedules.ncdcr.gov/)
<https://www.ncdhhs.gov/providers/provider-info/mental-health/records-management>

Special reminders about record retention and disposition:

- The schedules only apply to original documents, not copies.
- The schedules apply to all aspects of conducting state business, administrative, financial and management records, not just to consumer records.
- When a document falls under two different retention schedules, the stricter schedule applies.
- The funding source often determines how long a record must be retained.
- Records associated with federally funded grant programs shall be retained for at least 10 years and for three years after the program has ended, provided the organization had a clean audit. DMA-PI and the Medicaid Investigations Unit can go back up to 10 years to investigate or to request recoupment of funds.

Contact

If there are records management or records retention questions, please contact cynthia.coe@dhhs.nc.gov.

If you have any questions, do not hesitate to contact me.

Patricia Fields

Operational Support Team Representative
Division of Medical Assistance
NC Department of Health and Human Services

Office: 828-738-8468
Fax: 919-510-4389
Patricia.fields@dhhs.nc.gov

Post Office Box 110606
Durham, NC 27709

From: Renee McLean [mailto:renee.mclean@cherokeeconomy-nc.gov]
Sent: Tuesday, June 12, 2018 11:06 AM
To: Fields, Patricia G <Patricia.Fields@dhhs.nc.gov>
Cc: Kay Fields <kay.fields@cherokeeconomy-nc.gov>
Subject: [External] RECORD RETENTION

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TRISH,

WE ARE WORKING TO SCAN ALL INFORMATION IN OUR FILE ROOM AND DESTROY OLD REPORTS, AS ALLOWED. CAN YOU ADVISE THE RETENTION ON NOTICE REGISTER REPORTS AND CASEWORKER SUPERVISOR REPORTS? IF YOU ARE UNABLE TO ADVISE, DO YOU HAVE A SUGGESTION OF WHO WE COULD CONTACT? THIS IS OF UPMOST IMPORTANCE DUE TO NEEDING EXTRA SPACE FOR OFFICES IN OUR COUNTY.

THANK YOU FOR YOUR HELP!

Renee' B. McLean
Cherokee County Department of Social Service
Universal Supervisor II
4800 W. Hwy 64
Murphy, NC 28906
Phone (828)837-7455 ext 240
Fax (828)837-9789

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From: [Black, Wayne E](#)
To: [Stegenga, Richard A](#); [Dixon, Carlotta](#); karhy.sommese@dhhs.nc.gov; [Black, Wayne E](#)
Subject: Fwd: [External] Retention Schedule For Day Sheets
Date: Tuesday, June 12, 2018 2:19:45 PM

Does one of you have this? Thanks! WB

Sent from my iPhone

Begin forwarded message:

Resent-From: <SRS0=6Oeb=I6=cherokeecounty-nc.gov=kay.fields@securence.com>
From: Kay Fields <kay.fields@cherokeecounty-nc.gov>
Date: June 12, 2018 at 1:55:02 PM EDT
To: "Black, Wayne E" <Wayne.Black@dhhs.nc.gov>
Subject: [External] Retention Schedule For Day Sheets

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From: [Dixon, Carlotta](#)
To: [Kay Fields](#)
Cc: [Lawrence, Steven B](#); [Black, Wayne E](#); [Stegenga, Richard A](#); [Sommese, Kathy](#)
Subject: RE: [External] Retention Schedule For Day Sheets
Date: Monday, June 25, 2018 4:30:51 PM
Importance: High

Good Afternoon Kay,

I am glad we were finally able to connect from phone tag.

All federal funding programs have a **maximum** retention schedule of 3 years according to Code of Federal Regulations (CFR) Part 200.333.

NC State Archives Record Retention requirements from the link below reflect a **minimum** retention of the end of every fiscal year.

Hope this helps, Carlotta

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Sent: Tuesday, June 12, 2018 3:01 PM
To: Black, Wayne E <Wayne.Black@dhhs.nc.gov>; Stegenga, Richard A <Richard.Stegenga@dhhs.nc.gov>; Sommese, Kathy <kathy.sommese@dhhs.nc.gov>
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Thanks Carlotta

From: Black, Wayne E

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To: Stegenga, Richard A <Richard.Stegenga@dhhs.nc.gov>; Dixon, Carlotta <carlotta.dixon@dhhs.nc.gov>; karhy.sommese@dhhs.nc.gov; Black, Wayne E <Wayne.Black@dhhs.nc.gov>

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Subject: RE: [External] Retention Schedule For Day Sheets
Date: Monday, June 25, 2018 4:30:00 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
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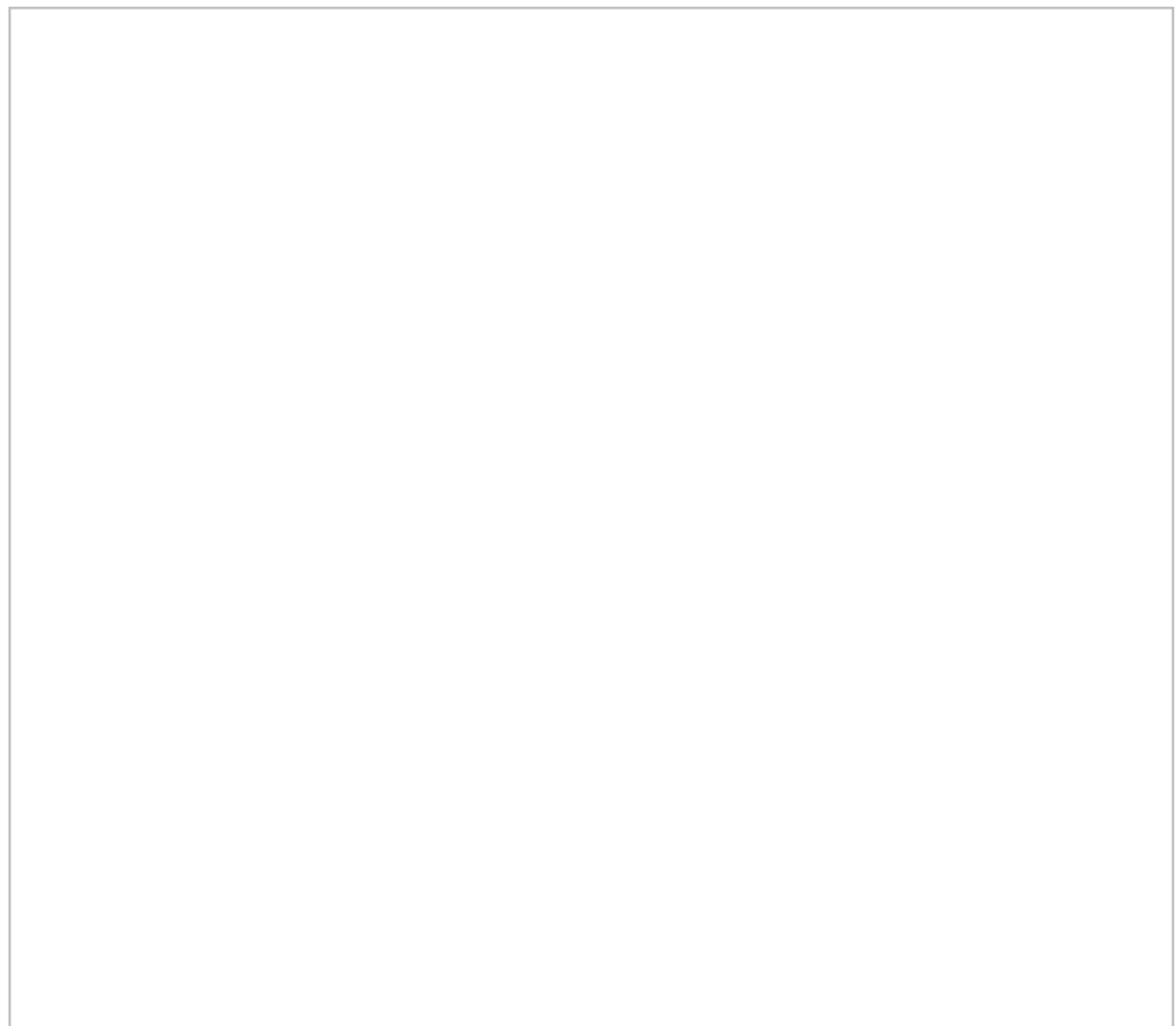
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Amanda McGee

From: Kay Fields <kay.fields@cherokeecounty-nc.gov>
Sent: Tuesday, June 12, 2018 2:57 PM
To: Cathy Hurt
Subject: FW: RECORD RETENTION

Importance: High

For your information.

From: Renee McLean
Sent: Tuesday, June 12, 2018 11:06 AM
To: Fields, Patricia G <Patricia.Fields@dhhs.nc.gov>
Cc: Kay Fields <kay.fields@cherokeecounty-nc.gov>
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Renee' B. McLean
Cherokee County Department of Social Service
Universal Supervisor II
4800 W. Hwy 64
Murphy, NC 28906
Phone (828)837-7455 ext 240
Fax (828)837-9789

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